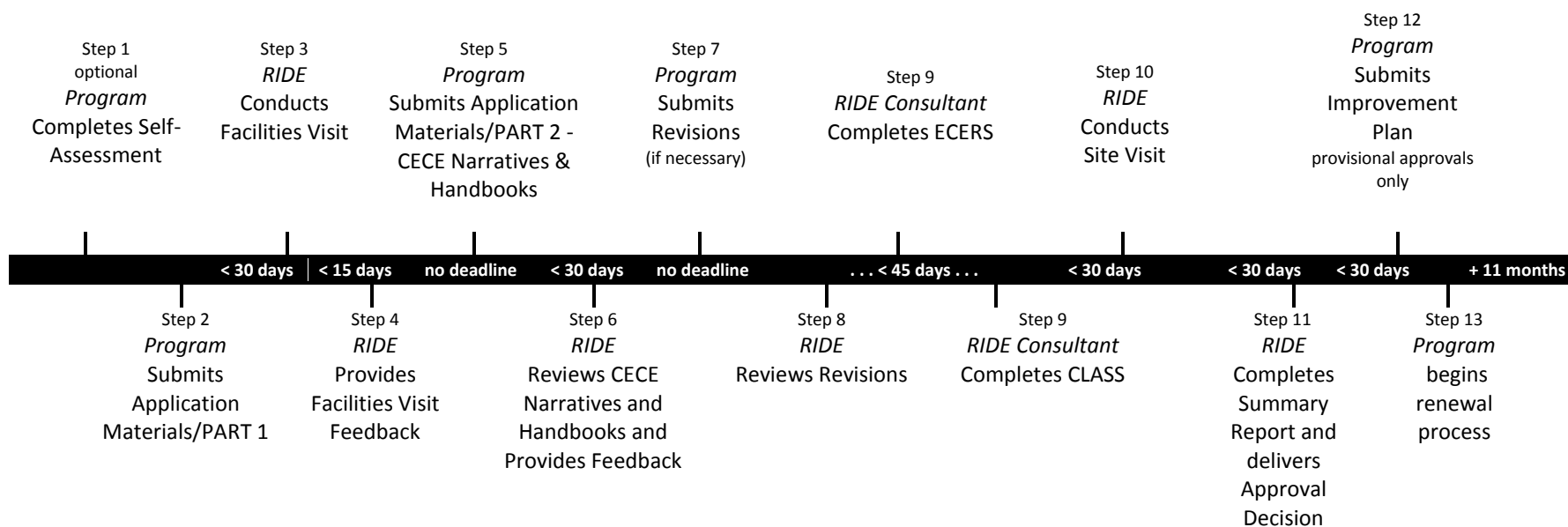




## 2015 CECE Application and Review Timeline



## 2015 CECE Application and Review Process

Step	Task	Timeline	Details
<b>1</b>	Program completes self-assessment (optional)	Determined by program	CECE self-assessment helps programs determine readiness to meet the 2013 CECE Standards. Completing the self-assessment is encouraged but optional.
<b>2</b>	Program begins application process Program completes and submits, via email, Application Materials/Part 1.	Determined by program (all materials must be submitted at one time).	CECE Application Materials/PART 1 includes fillable .pdf forms for programs to download, complete, save and email to RIDE along with corresponding documentation.
<b>3</b>	RIDE conducts a scheduled facilities visit	< 30 days from receiving all PART 1 Application Materials.	RIDE will contact the program to schedule a mutually agreeable time for the one-hour visit. The announced facilities visit allows RIDE the opportunity to visit the proposed classroom, playground and common spaces, considering DCYF regulations (Centers only), 2013 CECE Standards, national playground safety standards and relevant ECERS indicators.
<b>4</b>	Program receives facilities visit feedback	< 15 days from facilities visit	The facilities visit report provides programs with feedback related to applicable regulations and standards. Programs may choose to make recommended repairs or changes (if any) prior to moving forward with the full application.
<b>5</b>	Program completes application submission Program completes and submits, via email, Application Materials/Part 2.	No deadline - Timeline is determined by program (all materials must be submitted at one time).	Part 2 includes program-level narratives and handbooks: Curriculum Framework, Assessment Plan, Family Engagement Plan, Program Professional Development Plan, Quality Improvement Plan, and Staff and Family Handbooks (see document checklist for complete list of required documents).
<b>6</b>	RIDE reviews application and provides feedback	< 45 days from RIDE receiving complete PART 2.	RIDE reviews narratives and policy documents using rubrics and checklists derived from the 2013 Standards and generates detailed feedback reports.
<b>7</b>	Program submits corrections, clarifications and revisions (if applicable)	No deadline - Timeline is determined by program	Programs will be given one opportunity to revise materials and documents in response to feedback. There is no deadline for submitting revisions; however, documents will be reviewed only when all revised documents have been submitted.

Step	Task	Timeline	Details
<b>8</b>	RIDE reviews revisions	< 45 days from receiving all revised materials	Revisions are reviewed using checklists and rubrics. Feedback is provided as part of the final approval decision.
<b>9</b>	RIDE conducts unannounced ECERS and CLASS observation(s)	< 45 days from receiving all revised materials	Once RIDE receives requested revisions, ECERS and CLASS are scheduled. Programs are provided a window within which the observation will take place. RIDE or a contracted consultant performs observation and prepares report.
<b>10</b>	RIDE conducts unannounced site visit	< 30 days from RIDE completion of revision review, ECERS and CLASS	Programs are provided a window within which the site visit will take place. Visit may include interviews with the Administrator, Ed.Coordinator, and/or Teacher; review of personnel files, program and classroom level child files, and other program and classroom documents (i.e., evidence of child assessment practices).
<b>11</b>	RIDE makes approval decision	< 30 days from RIDE site visit	Approval decisions consider multiple sources of evidence when determining whether a program meets the 2013 CECE Standards for program approval including: documentation and information submitted as part of the application; initial and revised program narratives and policies; ECERS and CLASS reports and ECERS scores, and classroom-level policies and practices reported or observed on-site. Program receives formal approval letter, Summary Report and ECERS and CLASS reports.
<b>12</b>	Provisionally approved programs submit Program Improvement Plan	< 30 days from receiving approval decision	Program Improvement Plan includes modifying the program's existing Quality Improvement Plan to address issues related to achieving full CECE approval.
<b>13</b>	Program prepares renewal materials	11 months from approval decision	2016 renewal requirements will include updates on elements of structural and process quality as they relate to the 2013 CECE standards, and reports on achievements, challenges and progress toward meeting stated goals.

#### LINKS

- Self-assessment, application forms, instructions, and timeline, document checklists, and links to IPDP and QIP forms: <http://www.ride.ri.gov/InstructionAssessment/EarlyChildhoodEducation/Programs.aspx>.
- Playground safety standards: (<http://playgroundsafety.org/standards/cpsc>)
- ECERS: <http://ers.fpg.unc.edu/>.